



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

25 February 2002

MEMORANDUM FOR SEE DISTRIBUTION LIST

FROM: HQ USAF/DPFC
1040 Air Force Pentagon
Washington, D.C. 20330-1040

SUBJECT: Internal Staffing Update -- 02-04, Career Programs and Central Skills Bank

The Air Force deployed the modern Defense Civilian Personnel Data System (DCPDS) on 15 Feb 02 with the exception of Robins, Tinker, and Wright-Patterson Air Force Bases (hereinafter referred to as Legacy bases). We have developed temporary procedures to support Air Force-wide recruitment pending full deployment of these three bases. The following policies have been established as an interim solution until full deployment which is scheduled for 12 April 02.

a. **Career Programs** -- The End of Month Dec 01 HAF PPRS Merit File will be retained and used to fill career program-covered positions until 12 April 02. Retention of this File for the interim period will result in no change in procedures to fill covered positions. All Requests for Personnel Action (RPAs) from the Legacy bases will be submitted via FAX to AFPC/DPKX. Fills from all other bases will be submitted as electronic RPAs. AFPC/DPK will fill all covered positions using Air Force-wide recruitment and career program Promotion Evaluation Patterns (PEPs).

b. **Central Skills Bank (CSB)** -- CSB will be suspended. Legacy bases desiring AF-wide competition for their vacancies will issue announcements via AIG 610 message, and interested candidates will apply according to the message instructions (e.g., resume, OF 612, career brief) to receive consideration. The staffing specialists will manually inter-rank modern DCPDS employees with Legacy candidates. The attached decision logic table provides an easy reference. Please ensure that all local bargaining commitments are fulfilled.

Our policy points of contact for this are Ms. Claudia Gleicher (Career Programs), DSN 225-5909 and Ms. Colleen Aragon (CSB), DSN 225-7874.

MARY C. JOHNSON
Chief, Civilian Policy Division
Directorate of Personnel Force Management

Attachment
CSB DLT
Distribution List